

Snipping Tool

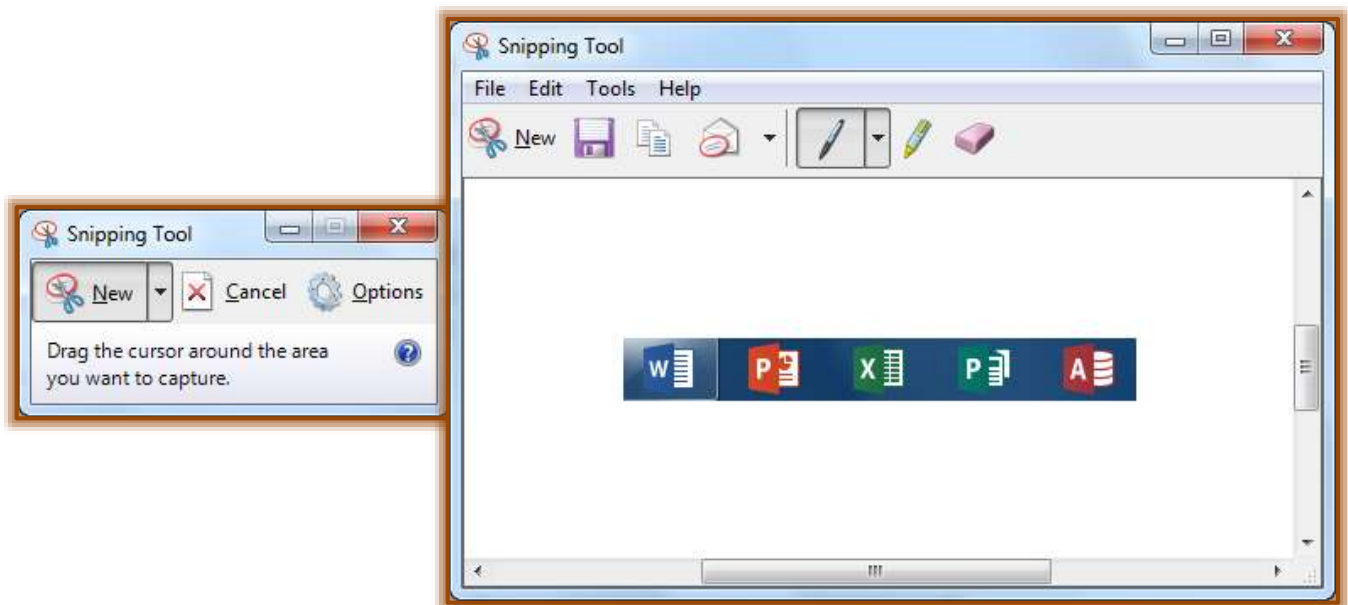
This tool can be used to capture a screen shot, or snip, of any object on the computer screen. The image can be annotated, saved, or shared. The following types of snips can be captured.

- ✦ **Free-Form Snip** – This snip tool is used to draw a free-form shape around an object.
- ✦ **Rectangular Snip** – Use this snip tool to select a rectangular portion of the object.
- ✦ **Window Snip** – To capture an entire window, such as a browser window or dialog box, use this snip tool.
- ✦ **Full-Screen Snip** – This snip tool is used to capture the entire window screen.

After a snip has been captured, it is automatically copied to the Clipboard and the mark-up window. In the mark-up window, it is possible to annotate, save, or share the snip.

Open Snipping Tool

- ✦ Do one of the following:
 - ✦ Click the **Start Button**, click **All Programs**, click **Accessories**, and then click **Snipping Tool**.
 - ✦ Click the **Start Button**, type **Snipping Tool** in the **Search** box, and then click **Snipping Tool**.
- ✦ The **Snipping Tool** window will appear on the **Desktop** (see illustration below left).
 - ✦ The Snipping Tool will appear on top of the open document or window.
 - ✦ The entire screen will be dimmed to show that nothing is currently selected.



Capture a Snip

- ✦ Click the **New** button.
- ✦ Select one of the items as described in the **Introduction** to this document.
- ✦ Select the area of the screen that is to be captured.
- ✦ The **Snipping Tool Mark-up** window will display (see illustration above right).
- ✦ The image will appear in the window.



Capture Snip of Menu

- ✦ Open the **Snipping Tool**.
- ✦ Press the **Esc** key on the keyboard.
- ✦ Open the **Menu** that is to be captured.
- ✦ Press **Ctrl + PrtScn** on the keyboard.
- ✦ Click the arrow next to the **New** button.
- ✦ Select one of the available options.
- ✦ Select the area of the screen that is to be captured.
- ✦ The **Menu Image** will appear in the **Snipping Tool Mark-up Window**.

Annotate a Snip

After a snip has been captured, it is possible to write and draw on or around the snip in the mark-up window. This can be done using the pen and highlighter tools. These annotations can be removed by using the eraser tool.

Save a Snip

After a snip has been captured, it is possible to save the snip.

- ✦ Click the **Save Snip** button in the mark-up window.
- ✦ In the **Save As** dialog box, enter a name for the snip.
- ✦ Choose the location where the snip is to be stored.
- ✦ Click the **Save** button.



Share a Snip

Once a snip has been captured, the snip can be shared with others through email.

- ✦ Click the **Send Snip** button.
- ✦ Select one of the two options from the list. They are:
 - ✧ **Email Recipient** – This option will send the email with the image in the body of the message.
 - ✧ **Email Recipient (as attachment)** – To send the image as an attachment to the email message, select this option.
- ✦ The image will be sent to the specified recipient.

